

**HIGHLANDS RECREATION DISTRICT BOARD MEETING**  
**Tuesday, March 10, 2015**

Attendants:

BOARD-

Pam Merkadeau (PM)  
Michelle McNeil (MM) - ABSENT  
Johanna Anton (JA)  
Eric Olbekson (EO)  
Hal Carroll (HC) – ABSENT

STAFF- Brigitte Shearer (BS)

Portor Goltz (PG)

**CALL TO ORDER**

The meeting was called to order at 7:03pm by Board Member PM

**REVIEW AND APPROVAL OF THE MINUTES**

Board Member JA made a motion to approve the minutes of the February 10, 2015 Regular Board Meeting (EO second). The Board voted as follows: MM: ABSENT PM:yes  
HC:ABSENT JA: yes EO: yes

**INTRODUCTION OF GUESTS**

Bev Madden (arrived 7:30pm)

**COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE**

None

**MANAGER'S REPORT**

A. Programming –

- a. ASP –the ASP program is running smoothly and on track to meet budget numbers. Spring camp registration is strong; Summer camp registrations started march 2 and all weeks are already ¼ full. ASP/IC registration has ended and MK is making adjustments where possible to free up space for waitlisted enrollees. The IC facelift is now complete.
- b. EEC – EEC is on track to meet budget numbers. RH and head teachers attended a conference last week and learned new curriculum ideas. The proposed future tuition strategy was discussed. Staff will revise proposal

- c. Seasonal Programs/ Special Events – Rentals will exceed budgeted revenue this year. Seasonal Programs will meet budget target. HRD is providing lunchtime activities at Highlands School. The Easter Event will be on October 4. Board Members will be serving pancakes!
- d. Pool – Tricia Hall, Aq. Supervisor, has now been here a week. The transition has been very smooth.

The Board discussed revising the format of the Staff Reports.

- B. Facilities & Grounds – Open space burning will be completed by the end of this week. Staff is investigating the high water usage. We are still working on finalizing LEED certification for the EEC building.
- C. Administration – Board Members are asked to submit their Form 700s by the last week of March. The CARPD conference registration deadline is March 13<sup>th</sup>. The staff retreat will be from April 13-15. The GM and Supervisors will prepare for the preliminary budget, set goals for FY 2015/16 and plan all staff training.

### **COMMITTEE REPORTS**

None

### **FINANCIAL REPORT**

The YTD financials were discussed. Staff will review net revenue for each area

### **UNFINISHED BUSINESS**

- A. Strategy session #3– The strategy session will be held May3 at the San Mateo public Library. And agenda with a time guideline and staff recommendations on strategic topics will be prepared for the meeting.
- B., C. Board officer elections and Committee Appointments have been postponed until the April 21 meeting.

### **NEW BUSINESS**

- A. UPCOMING MEETINGS: **APRIL 21**, MAY 12

### **PAYMENT OF THE BILLS**

Bills were passed for the Board's review and signatures. Board Members' questions were addressed. Board Member JA made a motion to pay the bills (EO second) and the motion passed.

The Board voted as follows: MM:ABSENT PM:yes HC: ABSENT JA: yes EO: yes

## **ADJOURNMENT**

Board Member EO made a motion to adjourn the meeting (PM second)

The Board voted as follows MM:ABSENT PM:yes HC: ABSENT JA: yes EO: yes The meeting adjourned at 8:20pm.

Respectfully submitted,

Brigitte Shearer  
Board Secretary